



ACADEMY

***Scheme of
Delegation
2020-2021***

Date of issue:	September 2020
Review Date	September 2021
To be reviewed	Headteacher and Governors
Authorised by	Headteacher and Governors

Holy Trinity Church of England Academy Ltd Scheme of Delegation

Agreed by the Directors on 17 September 2020

This scheme of delegation has been written for the Directors and members of staff of Holy Trinity Church of England Academy to clarify the responsibilities and powers of governance on key aspects of the Academy. It will also ensure compliance with Department for Education (DfE) legal requirements and policies.

This scheme of delegation will be reviewed at the first meeting of the Directors at the start of the academic year and as required throughout the course of the academic year. It is made without prejudice to the powers and duties of the Directors and the committees.

This document contains clarification on the following areas:

- Structure;
- Directors;
- Committees, Panels and Working Groups;
- Post holders – Annex A;
- Decision Planner – Annex B;
- Monitoring Calendar – Annex C.

The delegations listed in the Decision Planner at Annex B cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Directors.

In the absence of the Headteacher, the delegated decisions may be taken by the Assistant Headteachers (as delegated by the Headteacher), unless otherwise directed or agreed by the Directors. In the event of an accident taking place which incapacitates the Headteacher, the Acting Headteachers will assume responsibility for the operational strategic running of the academy until the Headteacher returns to his post or the appointment of a new acting/substantive Headteacher. Mrs Brown would run the academy from Monday to Wednesday lunchtime (12.15pm) and Mr Rumley from Wednesday lunch time (12.15 -) to Friday.

In the absence or incapacity of a post holder, other than the Headteacher, the delegated decisions shall be taken by the Headteacher unless otherwise directed or agreed by the Directors.

If a post holder or committee feels unable to exercise the delegated decisions, they may refer the matter to the appropriate committee or the Directors.

STRUCTURE

The Academy structure is a Single Academy Trust and should comprise of 5 Trustees and 14 Directors, the majority being Foundation Directors. According to our Instrument of Government this is made up as follows:

- 2 Ex Officio Directors (Incumbent and Headteacher)
- 2 Staff Directors (1 teaching and 1 non-teaching)
- 8 Foundation Directors
- 2 Parent Directors

Associate Directors

Up to two Associate Directors may be co-opted to the board and its committees. Only Foundation Directors are eligible to vote on their co-option, and any decision is subject to the approval of the Salisbury Diocesan Board of Education. Associate Directors have no vote at full meetings, but the Directors can agree voting rights within the committee structure.

Committees, Panels and Working Groups

To support the day to day running of the Academy there are:

- three committees, Finance and Premises, Staffing and Personnel, Curriculum and Pupil Welfare.
- six panels, Staffing, Staffing Appeals, Headteacher Performance Review, Pay, Pupil Discipline and Pupil Discipline Appeals
- two working groups, Finance and Health and Safety.

The Directors will determine the membership of these Committees, Panels and Working Groups and remain accountable for any decisions taken. There should be at least five members (including the Headteacher and Chair of Directors) in each Committee. Panels and Working Groups should have at least three members.

Link Directors

Directors are linked to subject areas to manage important topics and key areas of the curriculum. This is a well-established method of enabling Directors to become specialists in particular areas and provides a valuable link between the Directors and staff.

In addition, all members of the Academy Senior Management Team may attend full Directors meetings as non-voting members.

A current list of all post holders can be found at Annex A.

DIRECTORS

Directors Duties

Directors must act with integrity, objectivity and honesty and in the best interests of the Academy as one body.

The Directors will:

- Elect (and remove if necessary) the Chair & Vice Chair;
- Appoint the Clerk;
- Establish the committees and delegate functions;
- Decide what sex education is to be provided;
- Agree on any general principles on pupil discipline;
- Decide any changes in the times of Academy sessions;
- Approve the Academy's budget;
- Review & Agree the Academy's School Improvement Action Plan (SIAP);
- Agree pupil performance targets;
- Set the Directors objectives for the year;
- Hold a meeting at least three times per year;
- Ensure that the Academy teaches a broad and balanced curriculum;
- Ensure that RE and daily collective worship are provided;
- Agree the Scheme of Delegation;
- Agree the Academy's Admissions Policy;
- Recruit the Headteacher.

Good Practice for Directors

Election of Chair/Vice Chair

1. The Directors will elect a Chairperson (Chair) and Vice Chairperson (Vice Chair) at the first meeting of each academic year. The Directors have agreed that the length of office of the Chair and Vice Chair is one year.
2. No employee of the Academy may be Chair or Vice Chair.
3. The election process for both positions will be managed by the Clerk. Written nominations should be notified to the Clerk up to two weeks before the date of the first Directors meeting and additional nominations can be taken on the day.
4. Nominations may be self nominations or for another Director - with their permission - and should be seconded by another Director.
5. If necessary, the election may be taken in secret.
6. In the event of a tie, a second vote will be taken and in the event of a further tie, the decision will be based on the toss of a coin.
7. If the Chair or Vice Chair resigns mid term, the election process should be started as soon as possible.
8. All Directors will be a member of at least one committee and Link Governor for at least one subject.
9. This academic year (2020-21) Holy Trinity Church of England Academy will be continuing to utilise the use of technology such as TEAMS to enable governors to continue to participate in meetings, despite current social distancing rules.

Directors' Meetings

1. There shall be at least three meetings of the Directors each academic year. These meetings will be convened by the Clerk and, where possible, the dates will be agreed and published on the Academy's website at the beginning of the academic year.
2. At least seven days' notice must be given for a meeting; ideally the meeting date will have been agreed at the previous meetings.
3. Extraordinary meetings may be held at short notice or at the wish of two members.
4. The agenda/reports/papers shall be sent to the Directors by the Clerk at least seven days before the meeting.

5. Following each meeting, the Clerk Minutes should prepare minutes to be circulated to all Directors within 14 days of the meeting.
6. The previous minutes will be agreed at the next meeting by vote and must be approved and signed by the Chair.
7. Names of Directors and others present should be recorded.
8. The minutes should not include any confidential items.
9. The minutes should then be filed in the office.
10. Where the clerk is not present at a meeting, delegated decisions and key points should be reported to the clerk in bullet format no less than 7 days prior to the next meeting of the Directors.
11. All approved minutes must be made available for public inspection (under the Freedom of Information Act) in the folder in the Academy office. On occasions separate, closed minutes may be kept on sensitive issues and/or the main minutes may be redacted.
12. A register of pecuniary interests or conflicts of interests will be kept in the Academy office and will be updated on a regular basis. If a conflict of interest arises, the Director(s) should withdraw from the meeting during that discussion.

Quorum and Voting

1. For all Directors' meetings, a quorum will be 50% of the total number of directors (excluding vacancies and rounded up).
2. All matters are decided by a majority vote. In the event of a tie, the Chair (or Acting Chair) has an additional casting vote.

COMMITTEES, PANELS AND WORKING GROUPS

Committee's Duties

Each committee shall comprise of at least five Directors. A short summary of the role of each committee is as follows:

Finance/Audit and Premises

The role of this committee is to recommend an annual budget to support the development objectives, to monitor spending, make any necessary virements and to exercise internal financial control. In addition, the committee is also responsible for matters of a general nature that do not fall under the other three committees. The role of premises aspect of this committee is to develop, initiate and prioritise programmes to improve and develop the Academy premises in accordance with the Health and Safety policy and to set up and monitor contracts. This committee will also include a Financial Audit committee.

Staffing & Personnel

The role of this committee is to make decisions concerning the deployment, recruitment, appointment and staff development for all staff* and to review the pay and appraisal policies annually. Staff, Parent Directors and other Directors who are also parents of children attending this Academy are not allowed to sit on this committee.

*Except for the recruitment of the Headteacher; for which a selection panel will be formed from the full cohort of Directors.

Curriculum and Pupil Welfare

The role of this committee is to ensure that the agreed curriculum is taught and oversee and monitor the well-being and care of the children at Holy Trinity Academy.

Panel and Working Group Duties

Staffing Panel

Composed of three non-staff members of the Staffing Committee where practicable, this panel has the delegated power to make decisions relating to staff discipline and termination of employment.

Appeals Panel (Staffing)

Composed of three non-staff and non-parent Directors (not from the staffing committee) where practicable, this panel has the delegated power to hear appeals, ensure the staffing policy for Appeals is adhered to and make decisions following a Staffing Panel Meeting.

Headteacher Performance Review Panel

Composed of three Directors; Chair of Directors, Chair of Staffing and another member of the staffing committee.

Pay Panel

Composed of three Directors; Chair of Directors, Chair of Staffing and Chair of Finance and Premises. This panel usually only meets once a year to consider the result of the Headteacher's Review and any recommendation for a salary increment. Increments of more than one point on the salary scale or variations to the Headteacher's salary range must be referred to the Full Directors' Meeting. Staff, Parent Directors and other Directors who are also parents of children attending this Academy are not allowed to sit on this panel. In this instance, another Director will be substituted.

Pupil Discipline Panel

Composed of three non-staff and non-parent members of the Curriculum and Pupil Welfare Committee where practicable, this panel has a delegated power to make decisions relating to pupil discipline (not exclusions).

Appeals Panel (Pupil Discipline)

Composed of three non-staff and non-parent Directors (not from the Pupil Discipline Panel), has the delegated power to hear appeals, ensure the Discipline Policy for Appeals is adhered to and make decisions following a Pupil Discipline Panel Meeting.

Finance Working Group

Comprised of the Headteacher, Chair of Finance and the Bursar responsible for financial reporting. This working group meets when necessary. A summary of these discussions is then presented to the Finance meeting.

Health and Safety Working Group

Working with the delegated power from the Premises Committee, the nominated Health & Safety Director, the Headteacher and the Bursar form the Health and Safety Working Group to monitor the management of health and safety throughout the Academy.

Good Practice for Committees, Panels and Working Groups

Appointment of Chair

1. Each Committee has a Chair who is appointed at the first Directors meeting of the year.
2. Where there is a change of personnel for the role, the outgoing Chair maintains the responsibility until the new Chair has been appointed.
3. Committee members may nominate themselves or be nominated by another member - with their permission.
4. The term of office has been agreed at one year.

Meetings

1. Committee meetings should be held as often as necessary - but at least once a year. Panels and Working Groups will meet as required.
2. At least seven days notice must be given for a Committee meeting; ideally the meeting date will have been agreed at the previous meetings. This is not necessary for Panels and Working Groups.
3. Extraordinary meetings may be held at short notice or at the wish of two members, provided that approval is obtained from the Chair.
4. Agendas and papers required for the meeting should be circulated at least 7 days before the meeting.
5. Minutes should be taken during the meeting by an agreed person - ideally not the Chair.
6. Minutes should be written up and circulated to all committee members within 14 days of the meeting (and at least 7 days before the next full Directors meeting).
7. Names of Directors and others present should be recorded.
8. Any Director may attend the meeting of any committee as a non-voting member, but may be asked to withdraw if there is a conflict of interest.
9. The minutes should not include any confidential items.
10. Minutes of previous meetings should be reviewed at the next meeting and signed as a true record by the Chair.
11. The minutes should then be filed in the office.
12. Where the clerk is not present at a meeting, delegated decisions and key points should be reported to the clerk in bullet format no less than 7 days prior to the next meeting of the Directors.

Quorum and Voting

1. The quorum for a meeting of a committee shall be any three Directors. For Panels and Working Groups the quorum shall be three members.
2. For Committees, all matters are decided by a majority vote. In the event of a tie, the Chair (or Acting Chair) has an additional casting vote.

Annex A

POST HOLDERS AS AT 19th September 2020

TRUSTEES	POSITION	NAME
	Vicar of the Parish	Rev. Robert Kenway
	Chair of Directors	Mr David Conway
	Chair of JBS Community & Extended Services Committee	Vacant
	Appointee of the Archdeacon of North Wilts	Mrs. Kathryn Miller
	Appointee of Salisbury Diocesan Educational Trust	Ven. Hedley Ringrose
DIRECTORS		
	Ex Officio Director	Rev. Robert Kenway
	Ex Officio Director	Mr. Graham Shore
	Staff Director (teaching)	Mrs. Lucie Chichon
	Staff Director (non-Teaching)	Mrs. Rebecca Caldicott
	Foundation Director	Mr. Steven Colby
	Foundation Director	Mr. David Conway
	Foundation Director	Mr. Nick Handy
	Foundation Director	Mr. Matthew Snell
	Foundation Director	Mrs. Rowena Wood
	Foundation Director	Vacant
	Foundation Director	Vacant
	Foundation Director	Vacant
	Parent Director	Mrs. Emily Pieroux
	Parent Director	Mr. Timothy Robins
ASSOCIATE DIRECTORS		
SENIOR MGMT TEAM		
	Headteacher	Mr. Graham Shore
	Assistant Head	Mrs. Jane Brown
	Assistant Head	Mr. Joseph Rumley
	SENCo	Mrs. Michelle Fergusson
LINK DIRECTORS		
	Mathematics	Mr. Steven Colby
	Computing	Mr. David Conway
	English	Mrs. Rowena Wood
	Child Protection	Mr. David Conway
	Collective Worship	Rev. Bob Kenway
	RE	Rev. Bob Kenway
	Design & Technology	Mr. Nick Handy
	Early Years Foundation Stage	Mr. David Conway
	PSHE	Rev. Bob Kenway
	Music	Rev. Bob Kenway
	SEND	Mr. David Conway
	PE	Mrs. Emily Pieroux
	Science	Mr. Matthew Snell
	Art & Design	Mr. Tim Robins
	History	Mr. Tim Robins
	Geography	Mr. Tim Robins
	Modern Foreign Languages	Mr. Steven Coby
	Health and Safety	Mr. David Conway
	School Council	Mr. Steven Colby
	Building Learning Power	Mrs. Rowena Wood
	More Able Learners	Mrs. Rowena Wood

COMMITTEES AND WORKING GROUPS AND PANELS

COMMITTEE / WORKING GROUP / PANEL	NAME
FINANCE/AUDIT, PREMISES AND CONTRACTS	
	Mr. Steven Colby (CHAIR)
	Mrs. Rebecca Caldecott
	Mr. Nick Handy
	Mr. Tim Robins
	Mr. Matthew Snell
	Mr. David Conway
	Mr. Graham Shore
	Mrs. Claire Ingleton (Bursar)
STAFFING AND PERSONNEL	
	Rev. Bob Kenway (CHAIR)
	Mr. Steven Colby
	Mr. David Conway
	Mr. Graham Shore
CURRICULUM AND PUPIL WELFARE	
	Mrs. Rowena Wood (CHAIR)
	Mrs. Lucie Chichon
	Mrs. Emily Pieroux
	Mr. David Conway
	Mr. Graham Shore
STAFFING PANEL	
	Mr. David Conway
	Rev. Bob Kenway
APPEALS PANEL (STAFFING)	
	Deferred
HEADTEACHER PERFORMANCE REVIEW PANEL	
	Mr. David Conway
	Rev. Robert Kenway
	Mr. Steven Colby
PAY PANEL	
	Mr. David Conway
	Rev. Bob Kenway
	Mr. Steven Colby
FINANCE WORKING GROUP	
	Mr. David Conway
	Mr. Graham Shore
	Mrs. Claire Ingleton
HEALTH AND SAFETY WORKING GROUP	
	Mr. Nick Handy
	Mr. Graham Shore
	Mrs. Claire Ingleton
PUPIL DISCIPLINE PANEL	
	Mr. David Conway
	Mrs. Rowena Wood
	Mrs. Rebecca Caldecott
APPEALS PANEL (PUPIL DISCIPLINE)	
	Deferred

Annex B

Holy Trinity Church of England Academy Scheme of Delegation

Directors' Decision Planner

The decisions listed in the decision planner are delegated to a specific committee or panel of the Directors and post holders employed at the Academy.

KEY

Level 1: Directors

Level 2: A committee of the Directors (e.g., Finance, Staffing etc.)

Level 3: An individual Director

Level 4: Headteacher.

F: Finance Committee

S: Staffing Committee

C: Curriculum and Pupil Welfare Committee

P: Premises and Contracts Committee

PD: Pupil Discipline

EFA: Education Funding Agency

CD: Chair of Directors

SMT: Senior Management Team

THIS PLANNER SHOWS TO WHICH LEVEL THE DIRECTORS APPROVE DECISIONS

Key Function	Tasks	Decision Level			
		1	2	3	4
Budgets	1. Identify budget priorities in the Academy's School Improvement Action Plan (SIAP).		F + C		
	2. To approve the first formal budget plan each financial year including individual committee budgets.	/			
	3. To monitor expenditure three times a year.		F		
	4. To maintain a charging and remissions policy.		F		
	5. Ensure compliance with all provisions of the academies financial handbook.		F		
	6. To enter into contracts less than £2,000 and make payments.				/
	7. To enter into contracts for £2,000 - £4,000 p.a. based on 3 competitive quotes (Chair only).		F		
	8. To enter into contracts for £4,000 - £7,000 based on 3 competitive quotes (Full committee).		F		
	9. To enter into contracts for over £7,000 and make payments.	/			
	10. Reconciliation of information from EFA.				/
	11a. To prepare and present formal budget plan for financial year.		F		
	11b. To use Lloyds Multi-pay Card (Chargecard) up to a limit of £5,000				/
	11c. To check charge card spending as a standing item of every Finance Meeting		/		
Staffing	12. Headteacher appointments (selection panel).	/			
	13. Assistant head appointments			S, SMT	/
	14. Appoint other teachers.		S	S, SMT	/

	15. Appoint non-teaching staff.				/
	16. Agree a pay policy.	/	S		
	17. Establishing disciplinary/capability procedures.	/			
	18. Implementing disciplinary / capability procedures.	/	S		/
	19. Dismissal of headteacher.	/			
	20. Dismissal of other staff.		S		
	21. Suspending head.	/			
	22. Suspending staff (except head).		S		/
	23. Ending suspension (head).	/			
	24. Ending suspension (except head).		S		
	25. Determining staff complement.		S		
	26. Determining dismissal payments/early retirement.	/			
Performance Management	27. To formulate a performance management/appraisal policy.		S		/
	28. To establish a performance management/appraisal policy.		S		
	29. To implement the performance management/appraisal policy.		S (for Head)		/
	30. To review annually the performance management/appraisal policy.		S		
Curriculum	31. To establish a curriculum policy ensuring breadth and balance.				/
	32. To agree or reject curriculum policy.				C
	33. To agree or reject specific agreed statutory Policies (e.g. Child Protection, SEND, etc)			C	
	33. To implement the curriculum policy.				/
	34. To monitor curriculum policy.		C		
	35. To consider any disapplication of pupils from the curriculum.		C		
	36. Responsible for standards of teaching.				/
	37. To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the Academy day).		C		/
	38. Responsibility for individual child's education.				/
	39. Provision of sex education - to establish and keep up to date a written policy.		C		
	40. Responsibility for consideration of Special Education Needs (SEN) - to establish and keep up to date a written policy.	/			
	41. Responsibility for ensuring that Racial Equality and Cultural Diversity are included in the PSHE policy.	/			
	42. To prohibit political indoctrination and ensuring the balanced treatment of political issues.	/			/

	43. To establish a charging and remissions policy for activities (non-curriculum based).		F		
Discipline/Exclusions	44. To establish a discipline policy		C		
	45. To review the use of exclusion and to decide whether to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to the chair/vice-chair in cases of urgency).		PD		
	46. To direct reinstatement of excluded pupils following exclusion by the Headteacher. (Can be delegated to chair/vice-chair in cases of urgency).		PD		
Admissions	47. To appeal against LA directions to admit pupil(s).			HT + CD	
Religious Education	48. Responsibility for ensuring provision of RE in line with Academy's basic curriculum.				/
	49. Ensure provision of RE in accordance with trust deeds.	/			
Collective Worship	50. Ensure that all pupils take part in a daily act of Collective Worship (subject to parental right to withdraw).				/
Premises & Insurance	51. Buildings and personal liability insurance.		F		
	52. Monitor condition of Site and premises.		P		/
	53. Developing academy buildings strategy asset management plan.		P + F		
Health & Safety	54. To institute a health and safety policy	/			
	55. To ensure that health and safety regulations are followed.		P		/
Academy Organisation	56. To set the times of academy sessions and the dates of academy terms and holidays.	/			
	57. To ensure that the academy meets for 380 sessions in a school year.				/
Information for Parents	58. To prepare and publish the academy prospectus.		C		/
	59. Adoption and review of home-academy agreements.		C		
	60. Day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the academy's policy.				/
Directors' Procedures	61. To draw up instrument of government and any amendments thereafter.	/			
	62. To appoint (and remove) the chair and vice-chair of directors.	/			
	63. To appoint and dismiss the Clerk to the Directors.	/			
	64. To hold a full directors' meeting at least three times in a school year or a meeting of the temporary directors as often as may be required.	/			

	65. To set up a register of Directors' business interests.	/			
	66. To approve and set up a Directors expenses scheme.		F		
	67. To discharge duties in respect of pupils with special needs by appointing a "responsible person".		S		
	68. To consider whether to exercise delegation of functions to individuals or committees.	/			
	69. To regulate the Directors procedures (where not set out in law).	/			
Academy's School Improvement Action Plan (SIAP)	70. Prepare and present Academy's SIAP.				/
	71. Review, accept and delegate Academy's SIAP.	/			
	72. Action delegated tasks from Academy's SIAP (all committees).		F/C/P/S		
Extended Provision	73. To decide to offer additional activities and what form these should take.	/			
	74. To put into place the additional services provided.				/
	75. To ensure delivery of services provided.				/
	76. To cease providing extended provision.	/			

Annex C

DIRECTORS' ACTION/MONITORING CALENDAR

Timescale	Action	Responsibility
Monthly	Review policies as appropriate.	All Committees
	Review Academy's School Improvement Action Plan (SIAP).	Directors
Termly (3)	Agree Pupil Performance Targets.	Directors through the Curriculum and Pupil Welfare Committee.
	Review Pupil Attendance.	Directors/Curriculum and Pupil Welfare Committee
	Report on Child Protection Matters.	Responsible Teacher/Director
	Inspection of premises and report on Health and Safety.	Directors/Premises and Contracts Committee
	Review Academy Website.	Directors
	Review Pupil Premium Use.	Finance Committee/Curriculum and Pupil Welfare Committee
September	Agree Pay Policy.	Staffing Committee
	Set Directors' objectives for the year.	Directors
	Review Committee Membership.	All Committees
	Elect Committee Chairs.	All Committees
	Set Meeting dates for year.	All Committees
October	Initiate Head performance management and appraisal.	Staffing Committee
November	Examine year-end financial statement and roll over.	Finance Committee
	Review Academy Performance Data.	Directors
	Review Scheme of Delegation	Directors
December	Prepare for Board Meeting.	Directors
January		
February	Revisit and assess best value for money.	Directors/ Finance Committee/Premises and Contracts Committee
March		
April		
May	Review Staff Attendance.	Staffing Committee
June	Review annual budget template.	Directors
	Revise Academy Prospectus.	Headteacher/ Curriculum and Pupil Welfare Committee
July	Annual review of Directors' work and objectives.	Directors
	Draw up budget estimates and forward to Finance Committee.	All Committees
	Preview budget and estimates.	Finance Committee
	Initial draft of budget.	Finance Committee
August		

Review of Scheme of Delegation

This Scheme of Delegation will be reviewed by the Directors in September/October 2021 at the first FGB meeting.

Approved by Chair of Directors: Mr. David Conway

Signed:  Date: 22/9/20